

**HOUSING AUTHORITY OF THE SAC AND FOX NATION**  
**JOB DESCRIPTION**

**Job Title:** Executive Director  
**Department:** Admin/Planning  
**Supervisor:** Board of Commissioners  
**Supervises:** All Housing Authority Staff  
**FLSA:** Exempt  
**Job Position:** Key Position

**Position Summary:**

The Director for the Housing Authority of the Sac and Fox Nation is responsible for providing professional leadership and direction for all housing authority programs and personnel in accordance with the HUD/NAHASDA Regulations and the Ordinance, Policies and Procedures of the Housing Authority. This position has the primary responsibility for the managerial functions of the HASFN, specifically: planning and programming of the Indian Housing Plan activities, budgeting and financial administration, staffing and personnel administration, monitoring of new construction and modernization programs, and maintaining an effective communications program for the residents and staff.

**Supervisory Relationship:**

The Executive Director is hired by and reports to the Board of Commissioners. General policy direction is provided by the Board of Commissioners with the Executive Director having the ultimate responsibility for the implementation and monitoring of policies. All HASFN operations and staff are under the supervision of the Executive Director.

**Duties and Responsibilities:**

1. Signature authority for all housing programs, budgets, fiscal operations and tenant lease enforcement actions for the Housing Authority.
2. Attends monthly Board of Commissioners meetings (or Designees) when required.
3. Responsible for the supervision of all Housing Authority departments.
4. Serves as the liaison with other Local Housing Authorities and exchanges information on development and management techniques.
5. Maintains appropriate relationships with all other local, state and federal agencies.
6. Responsible for the timely submission of program reports to the appropriate government agencies.
7. Advises the Board of Commissioners and staff of all changes to government regulations and recommends any necessary policy or procedural changes at the Housing Authority.

8. Responsible for maintaining open communication with HASFN residents regarding changes in government regulation and HASFN polices, through Housing Authority.
9. Provides supervision and guidance to HASFN managers in administering their delegated responsibilities.
10. Maintains continuous review of HASFN policies and procedures to assure that compliance is maintained with Federal, state or local laws.
11. Responsible for the coordination of strategic planning of the housing goals of the Sac and Fox Tribal Government, community and HASFN to meet housing needs.
12. Responsible for the recruitment, screening, hiring, promotions, employee evaluations, corrective discipline, terminations, salary administration and employee development.
13. Undertake other duties or responsibilities as assigned by the Board of Commissioners.

**Knowledge, Skills & Abilities:**

1. Ability to exercise initiative and sound judgment in carrying out the responsibilities of this position in a professional and business-like manner.
2. Working knowledge of and experience with Tribal, Federal, State and local laws that relate to Indian housing.
3. Demonstrated experience in housing management, personnel, finance, construction management, environmental due diligence and alternative funding sources (i.e., Title VI, Low-Income Housing Tax Credit and USDA Rural Development Programs).
4. Ability to successfully manage multiple contracts or projects.
5. Ability to accurately complete and submit reports and documents within specific time frames.
6. Strong interpersonal skills and ability to work well with people from various tribal organizations as well as other organizations.
7. Must have excellent verbal and written skills
8. Indian preference shall be used in the review and selection process.
9. Professional attire and appearance required
10. Trustworthiness
11. Professionalism required
12. Ability to accept criticism in a non-defensive manner.
13. Candidates will be subject to a criminal background check, drug screening and all other required verifications.

**Qualifications and Experience:**

1. Bachelors Degree in Business Administration or Public Administration plus 2 years of experience in Indian Housing (preferably in an administrative capacity) or 6 years of experience in Indian Housing with at least 2 of those being in an administrative capacity.

I have read and have a basic understanding of all the duties required for this position. I also understand that this job description does not constitute a contract for employment.

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Employee's Signature

Date

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Chairman's Signature

Date